



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF SERVICES MANAGER I

\$5,079 - \$6,127

BUDGET AND REVENUE MANAGEMENT BUREAU

BUDGET OFFICE

SACRAMENTO

Are you an individual seeking a challenging position with the opportunity to learn and grow? If you are, the Budget and Revenue Management Bureau is seeking a highly motivated Staff Services Manager I to join the talented team of professionals at our Sacramento location.

RESPONSIBILITIES: Under the direction of the Budget Officer, this position is responsible for supervising four analysts in the preparation, development, and administration of the Department's budget. The position serves as working level manager and is responsible for conducting the most sensitive and critical assignments. Specific duties include the following:

- Prepare the Department's annual budget including the planning estimates, baseline budget, and all required supplementary schedules; provide assistance to program staff in the development of BCPs; and respond to inquiries from Department of Finance and Legislative Analyst's Office staff.
- Facilitate the mid-year and third quarter analysis of expenditures for the Department.
- Provide ongoing supervision and staff development.
- Prepare and monitor the Department's budget allotments and expenditures in accordance with the authorized budget.
- Identify and implement improvements in the Department's budget development and expenditure monitoring systems to increase effectiveness and efficiency.

DESIRABLE QUALIFICATIONS: Candidate should possess a clear understanding of the State's budget process and extensive knowledge in preparing the annual Governor's Budget. In addition they should:

- Be able to prepare and monitor a Departmental support budget.
- Have the ability to independently resolve complex issues within a short timeframe.
- Have experience in supervising staff to provide strong leadership in a team environment.
- Provide direction and oversight to staff in managing multiple tasks with short timeframes.
- Have strong interpersonal, analytical and problem solving skills.
- Have strong communication skills, both written and verbal.
- Have the ability to foster cohesive working relationships with people from within and outside of the Department.
- Enjoy working in a fast paced, demanding and challenging environment.
- Work proficiently on PC applications (Excel and Word).

WHO MAY APPLY: Applications will be accepted from current State employees at the Staff Services Manager I level, those within transfer range, or those who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE: Submit a completed STD 678 application and a **Statement of Qualifications (SOQ)**. The SOQ must include a detailed explanation of the candidate's education, training, experience and skills that meet the minimum and desirable qualifications relevant to this position. The SOQ serves as documentation to demonstrate the candidate's ability to present clear and concise information. This document must be no more than two pages in length.

Send your application and SOQ to Tina Brown, Department of Insurance-Human Resources, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Staff Services Manager I #413-195-4800-002" on the State application.** Applications received without the above information may not be considered for review. For additional information, please call (916) 492-3351.

FINAL FILING DATE: November 2, 2012 – Close of Business (5:00 pm)

NOTE: A SOQ is required to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD